## 5-MINUTE MEETING PLANNER

Name and Location	Date	
Start Time	End Time	
<b>Before the Meeting</b> What is the goal of this meeting and he priorities?	ow does it advance our top	
What will we do in the meeting to ach Presentation? Demonstration? Brainston		
What equipment or materials do I need	d?	
Meeting Agenda Topics	Responsible   Time	
Topics	Responsible Time	
Notes		

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t the End of the Meeting		
Decisions:		
old we achieve the goal of this meeting not, when and where will we do that	g?	□ No
ollow-Up		
Tasks Tasks	Responsible	Deadline
otes		